



ICMR

INDIAN COUNCIL OF MEDICAL RESEARCH

NIRBI

NATIONAL INSTITUTE FOR RESEARCH IN BACTERIAL INFECTIONS

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

Department of Health Research, Ministry of Health & Family Welfare, Govt. of India

आई. सी. एम. आर. - राष्ट्रीय जीवाणु संक्रमण अनुसंधान संस्थान

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Formerly, ICMR-National Institute of Cholera and Enteric Diseases (ICMR-NICED)

WHO COLLABORATING CENTRE FOR RESEARCH AND TRAINING ON DIARRHOEAL DISEASES

No. NIRBI/Admn/Estt/2024-25/1260

Date: 17.01.2025

कार्यालय आदेश /OFFICE ORDER

In the functional interest, functional requirement and administrative convenience, it has been decided by the Director in partial modification to the earlier office orders, the inter-posting of staff to various divisions of ICMR-NIRBI are as follows:

Sl. No.	Name and Designation	Present Posting	Posting to	Work assigned	Under the Supervision of
1	Mr. Kishore Kumar Sharma, Assistant	Accounts Section	Pension Section	Preparation of monthly pension bills, Processing of pension matters, NPS, GPF (withdrawal of advance and final), GSLIS etc	Mr. V Besra, SO & Sr AO
2	Mr. Prosenjit Guha Assistant	Pension Cell	Accounts Section	To entry PFMS/TSA system and updated ICMR balance software monthly, half yearly & yearly basis. Monitoring of fund management from time to time.	ACO
3	Mr. Rahul Kumar Assistant	Accounts Section (Additional Charge)	Cash Section	Maintenance of Cash & bank book of Institute Main Account. BRS reconciliation on monthly basis, bill voucher, registers, income tax etc	ACO
4	Mr. Somnath Mullick Assistant	Accounts Section	Bill Section (Additional Charge)	Handling and processing of bills both intramural and extramural projects (Fully vouched contingent bills)	ACO & Sr AO
5	Mr. Arup Chandra Assistant	Cash Section	Establishment Section	Processing and finalization of TA/DA/LTC & EL encashment bills of all regular staff and also TA/DA project staff., Opening of service books and recording of entries (joining, promotion, relieving, pay-fixation etc.) in service books and service matters.	Mr. V Besra, SO & Sr AO
6	Mr. Ayarma Chourasia Assistant	Establishment Section	Sr. AO Office	Issue of circulars, Correspondence with ICMR, Maintaining of E-Leave Portal, updation of Leaves in Service book, Recruitment of Staff, Promotion, probation, E-office Assisting Sr AO from time to time.	Sr. AO

The list of files/records/registers/documents etc. under their custody may be handed over.

The above order is effective with immediate effect.

वरिष्ठ प्रशासनिक अधिकारी /Senior Administrative Officer

(रमेश एन एम /Ramesha N M)

सेवा में/To

सभी संबंधित कर्मचारी / All staff concerned

प्रतिलिपि/ Copy to:

1. निदेशक कार्यालय/ Director's Office

2. प्रशासनिक अधिकारी/Administrative Officer

3. स्थापना अनुभाग/ Establishment Section

4. नकद अनुभाग / Cash Section

5. कार्मिक/वेतन बिल अनुभाग / Personnel/Paybill Section